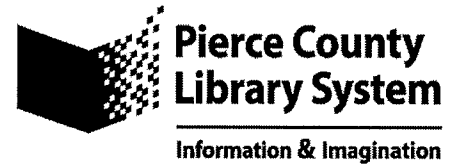


M E M O



Date: August 1, 2011

To: Chair J.J. McCament and Members of the Board

From: Neel Parikh, Executive Director

Subject: Signatures on Resolutions Passed by the Board of Trustees

After years of observing city and county council practices with resolutions, both Storm and I realized that we have a much more rigorous signature process by asking Board members to sign the resolutions immediately following passage of the resolution. This practice interrupts the flow of the meeting and on occasion we have lost track of a resolution when a Board member accidentally took the resolution home.

I asked Storm to contact neighboring library systems, the City of Tacoma and Pierce County to ask about their processes. The results were:

*Tacoma City Council:* Only the Mayor and City Clerk sign documents. The Mayor signs the ordinances during the week following the meeting. The vote by the Council is considered the 'authority' for passage and the signature by the mayor as a procedural formality.

*Pierce County Council:* Only the Council Chair and Clerk sign documents. The Council Chair signs the resolutions/ordinances within a few days of passage by the Council. The vote by the Council is considered the 'authority' for passage and the signature by the chair as a procedural formality.

*King County Library System:* The signatory page has the names of all five board members pre-printed on it, but only members in attendance actually sign (next to their printed names). The resolutions and minutes are signed after the meeting. KCLS believes that it is only necessary for the minutes to reflect adoption and having the Chair sign, however, they have chosen to include all members in the signing.

*Sno-Isle Regional Library:* Resolutions are signed by all present Board members, immediately after adoption (same process as PCLS).

*Fort Vancouver Regional Library:* Only the Chair and Secretary sign resolutions and it is done immediately after the meeting. The Chair also signs documents such as travel reimbursement requests after the meeting. However, the entire Board does sign the approval of bills/payments document and do so during the meeting, immediately after approval.

*Seattle Public Library:* No resolutions or documents are signed by the Chair or individual member.

The Clerk of the Pierce County Council recommended that we ask our attorney about our legal responsibility in regard to this practice. I then discussed this question with Dan Gottlieb, our municipal law attorney, and shared with him the information Storm had gathered. Dan stated that there are no legal requirements regarding this issue. It is only important that we should be consistent. Legal requirements in a city and county are different than from a district.

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He recommended that we create a policy statement of some sort outlining how we may wish to handle these. He said that usually the smaller taxing districts that he works with use processes similar to the one outlined by King County Library System and Sno-Isle Regional Library System (and us).

During the Board meeting I would like to have a conversation about what process you believe would work the best for the Board and then Storm and I will write up a brief policy statement for the next Board meeting.

There appear to be three options:

1. Continue as we do now – passing the resolutions around after they have been adopted.
2. Board members would sign at the end of the meeting.
3. Only the Chair and Secretary sign immediately after the meeting.

You will note, however, that Fort Vancouver includes signatures related to payment of bills. We do not see this as necessary, however, that could be added to the process. Also, are you interested in a signatory page?